

**PART 302-2 - EMPLOYEE ELIGIBILITY REQUIREMENTS**

**Subpart B-Agency Responsibilities**

**NOAA Relocation Delegations**

Sec.

- 302-2.102(a) Who has the authority to approve **relocation travel and all entitlements**, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?
- 302-2.102(b) Who has the authority to approve an amended CD-29, Travel Order, for the **extension of temporary quarters over 60 days** up to the maximum of 120 days?
- 302-2.102(c) Who has the authority to approve an amended travel order for the extension of **temporary storage over 90 days** up to the maximum of 180 days?
- 302-2.102(d) Who has the authority to approve an amended travel order for the **extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction**?
- 302-2.102(e) Who has the authority to approve an amended travel order for **exceptions to driving less than the average minimum distance of 300 miles per day**?
- 302-2.102(f) Who has the authority to approve the **shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)**?
- 302-2.102(g) Who has the authority to approve **overseas tour renewal travel**?
- 302-2.102(h) Who has the authority to approve **return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement**?
- 302-2.102(i) Who has the authority to approve **transportation of a POV to and/or from Alaska, the Pacific area, and Puerto Rico**?
- 302-2.102(j) Who has the authority to approve an amended travel order for the **shipment of a POV subsequent to the time of assignment at a post of duty**?
- 302-2.102(k) Who has the authority to approve an amended travel order for the **emergency storage of a POV**?
- 302-2.102(l) Who has the authority to approve **weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty**?
- 302-2.102(m) Who has the authority to approve **short-distance transfers**?

**Subpart B-Agency Responsibilities**

**NOAA Relocation Delegations**

- 302-2.102(n) Who has the authority to **designate areas as isolated official stations?**
- 302-2.102(o) Who has the authority to approve a **waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**
- 302-2.102(p) Who has the authority to **waive the \$500,000 maximum home value for which NOAA will pay for homesale services?**

**Subpart C-Travel Order Exhibits**

- Exhibit 302-2A - Summary of Relocation Reimbursable Expenses
- Exhibit 302-2B - Sample of Relocation Travel Order for Government Employee Transferring
- Exhibit 302-2C - Sample of Relocation Travel Order for New Appointee

**Subpart B-Agency Responsibilities - NOAA Relocation Delegations**

**302-2.102(a) Who has the authority to approve relocation travel and all entitlements, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?**

Relocations within CONUS and overseas assignments must be authorized and approved by the appropriate NOAA official as listed in NOAA Travel Regulation (*NTR*), *Chapter 301-2.5(p)*. Officials authorized to approve travel orders have the responsibility to make sure that all travel orders are prepared properly in accordance with applicable Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and NTR.

**302-2.102(b) Who has the authority to approve an amended CD-29, Travel Order, for the extension of temporary quarters over 60 days up to the maximum of 120 days?**

On a case by case basis, approval for the extension of temporary quarters over 60 days up to the maximum of 120 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time. The justification should describe circumstances which occurred during the initial period and which are beyond the transferee's control.  
(See *FTR*, *Chapter 302-6.105*)

**302-2.102(c) Who has the authority to approve an amended travel order for the extension of temporary storage over 90 days up to the maximum of 180 days?**

On a case by case basis, approval for the extension of temporary storage over 90 days up to the maximum of 180 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain the date temporary storage initially began, along with a justification explaining the compelling reason(s) requiring the additional time.  
(See *FTR*, *Chapter 302-7.9*)

**302-2.102(d) Who has the authority to approve an amended travel order for the extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction?**

On a case by case basis, approval for the extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time.  
(See FTR, Chapter 302-11.21-11.23)

**302-2.102(e) Who has the authority to approve an amended travel order for exceptions to driving less than the average minimum distance of 300 miles per day?**

On a case by case basis, exceptions to driving less than the average minimum distance of 300 miles per day, may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification explaining why an exception to the 300 mile rule was granted.  
(See FTR, Chapter 302-4.400-4.401)

**302-2.102(f) Who has the authority to approve the shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)?**

On a case by case basis, approval for the shipment of a POV within CONUS, may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification, and include an approved cost comparison worksheet, as provided in NTR, Chapter 302-9A, which can be found at the following web-site: <http://www.rdc.noaa.gov/~finance/302-10.PDF>.  
(See FTR, Chapter 302-9.300-9.304)

**302-2.102(g) Who has the authority to approve overseas tour renewal travel?**

On a case by case basis, requests to approve overseas tour renewal travel must be submitted by the authorizing official of the travel order to the servicing Human Resources Office (HRO) for approval.

**302-2.102(h) Who has the authority to approve return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement?**

On a case by case basis, return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement, may be authorized one level higher than the authorizing official of the travel order, provided the employee is returned for compassionate reasons or for circumstances beyond the employees control, e.g., physical or mental health, death of a member of the immediate family, or obligations imposed by authority or circumstances over which the employee has no control. The travel order must show the move date, the origin and destination location of the move, and contain a justification for moving prior to the completion of the service agreement.

*(See FTR, Chapter 302-3.300 - 3.315)*

**Note:** Accepting private employment at the termination location is not an acceptable reason to authorize return travel.

**302-2.102(i) Who has the authority to approve transportation of a POV to a post of duty?**

On a case by case basis, transportation of a POV to a post of duty may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification for such approval.

*(See FTR, Chapter 302-9.100- 9.104)*

**302-2.102(j) Who has the authority to approve an amended travel order for the shipment of a POV subsequent to the time of assignment at a post of duty?**

On a case by case basis, approval for the shipment of POV subsequent to the time of assignment at a post of duty, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification which shows the use of a POV at the post of duty as being advantageous, cost-effective, and in the Government's interest.

*(See FTR, Chapter 302-9.170 - 9.175)*

**Note:** NOAA organizations are advised to limit shipments under this authority to only those post of duty stations considered remote stations without reasonable access to automobile dealerships. POVs under this part will not be transported for employees with less than one year of service left on their service agreement.

**302-2.102(k) Who has the authority to approve an amended travel order for the emergency storage of a POV?**

On a case by case basis, approval for the emergency storage of a POV, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining why emergency storage was necessary, and will include the storage location site.

*(See FTR, Chapter 302-9.400 - 9.401)*

**302-2.102(l) Who has the authority to approve weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty?**

In unusual cases when circumstances warrant, weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty may be authorized one level higher than the authorizing official of the travel order. NOTE: Extended storage at Government expense may be allowed for the difference between the amount of household goods transported and the amount of household goods stored.

*See NTR, Chapter 302-7.16(a).*

**302-2.102(m) Who has the authority to approve short-distance transfers?**

Both preliminary and final determinations for short-distance transfers must be submitted through your Line Office Chief Financial Officer (CFO)/ Management and Budget Officer to the Director, Finance Office/Comptroller for approval using the format on page 5 of the "Short Distance Transfer Guidelines" which can be found at the following web-site:

<http://www.rdc.noaa.gov/~finance/Package.PDF>.

*(See FTR, Chapter 302-2.6)*

**Note:** Preliminary determinations for a short-distance transfer must be submitted in advance of the transfer, but not more than 90 days prior to the projected transfer.

**302-2.102(n) Who has the authority to designate areas as isolated official stations?**

Requests to approve the designation of an area as an isolated official station must be submitted through your Line Office CFO/Management and Budget Officer to the Director, Finance Office/Comptroller for approval.

*(See FTR, Chapter 302-8.101)*

**Note:** No item of furniture may be shipped to an isolated area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order. (See FTR, Chapter 302-8.101(b)).

**302-2.102(o) Who has the authority to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**

Requests to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement must be approved by the Director, Finance Office/Comptroller, upon recommendation from the Line Office CFO/Management and Budget Officer. Recommendations must specify reasons to waive the debt which are beyond the employee's control and acceptable to NOAA. The Line Office will coordinate review of the recommendation by the Office of General Counsel (OGC) and the servicing HRO prior to write-off of the debt by the Finance Office.

*(See FTR, Chapter 302-2.14)*

**302-2.102(p) Who has the authority to waive the \$500,000 maximum home value for which NOAA will pay for homesale services?**

Requests to waive the \$500,000 maximum home value, for which NOAA will pay for homesale services, must be submitted through your Line Office CFO/Management and Budget Officer, through the NOAA CFO, and to the D.O.C., Director, Administrative Services for approval. A copy of the travel order and listing agreement must accompany all requests.

*(See FTR, Chapter 302-12.111)*

**302-2.103 Who is responsible for providing the employee with full information regarding their relocation to a new duty station?**

Prior to your reporting date at your new duty station, your servicing HRO is responsible for providing you with relocation information concerning the benefits which may be available to you, including telephone numbers for your servicing Relocation Services Coordinator (RSC). Additionally you can find relocation and RSC information at the following web-side:

<http://www.rdc.noaa.gov/~finance/travel1.htm>

**Note:** The Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.



**Subpart C-Travel Order Exhibits**

**SUMMARY OF RELOCATION REIMBURSABLE EXPENSES**

The chart on the next page summarizes authorized reimbursable expenses for civilian employees in the following categories:

- New appointees
- Government Employees Transferring
- Short-Distance Transfers
- Non-Foreign Overseas Assignments

The summary chart does not cover all reimbursable expenses in all cases, nor does it mean that all items mentioned will be authorized in all cases. The specific provisions of the travel order written in accordance with Federal, DOC, and NOAA travel regulations, will determine the specific reimbursement authorized.

Use this chart as a quick guide for requesting travel, or for authorizing travel, but check the detailed provisions, as appropriate within the NTR Chapter 302, for actual regulations governing reimbursements.

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2A**

SUMMARY OF RELOCATION REIMBURSABLE EXPENSES

RELOCATION CATEGORIES	*IN LIMITED CIRCUMSTANCES		**ALSO NON-TEMPORARY STORAGE		***MAY INCLUDE AUTO	
	NEW APPOINTEES		GOVERNMENT EMPLOYEES TRANSFERRING	SHORT DISTANCE TRANSFER	NON-FOREIGN OVERSEAS ASSIGNMENTS	
	APPROVED POSITIONS, SES LAST MOVE HOME, STORAGE CATEGORY, STUDENT TRAINEE, CERTAIN PRESIDENTIAL APPOINTEES	OTHERS			NEW EMPL	TRANSFEREE
BASIC ENTITLEMENTS						
COMMERCIAL TRANSPORTATION OR MILEAGE ALLOWANCE FOR: .....EMPLOYEE	YES	NO	YES	YES	YES	YES
.....IMMEDIATE FAMILY	YES	NO	YES	YES	YES	YES
PER DIEM EN ROUTE .....EMPLOYEE	YES	NO	YES	NO	YES	YES
.....IMMEDIATE FAMILY	NO	NO	YES	NO	NO	YES
TRANSPORTATION OF HOUSEHOLD GOODS	YES	NO	YES	YES	*** YES	*** YES
TEMPORARY STORAGE OF HOUSEHOLD GOODS	YES	NO	YES	NO	** YES	** YES
TRANSPORTATION OF MOBILE HOME	YES	NO	YES	YES	*	*
HOUSEHUNT	NO	NO	YES	NO	NO	NO
TEMPORARY QUARTERS	NO	NO	YES	NO	NO	YES
REAL ESTATE EXPENSES (INCL 3 <sup>RD</sup> PARTY RELOCATION)	NO	NO	YES	YES	NO	*
RELOCATION INCOME TAX ALLOWANCE (RITA)	NO	NO	YES	YES	NO	YES
MISCELLANEOUS EXPENSES	NO	NO	YES	YES	NO	YES

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2B**

FORM CD-29 (REV. 4-95) IF DAO 204-1		U.S. DEPARTMENT OF COMMERCE		1. TYPE OF AUTHORIZATION <input type="checkbox"/> TEMPORARY DUTY <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO. 4XXX0001	
<b>TRAVEL ORDER</b>							
3A. BUREAU NAME/ORGANIZATIONAL UNIT NOAA, NMFS, Fish Ecology Division				3B. PRESENT OFFICIAL STATION Bohemia, NY			
4A. TRAVELER'S NAME Charlie L. Brown/Transfer				4B. TRAVELER'S TITLE Director, Fish Office		4C. SOCIAL SECURITY NO. 923-45-6789	
5. PURPOSE AND JUSTIFICATION STATEMENT Relocation; Service Agreement and Relocation Worksheet signed 11/07/03 Family: Spouse - Lucy P. Child - Linus B - Date of Birth - 7/4/95 Child - Peppermint Patty - Date of Birth - 4/1/90				6A. TYPE OF TRAVEL CODE 3 6 4		6B. PURPOSE OF TRIP CODE 6	
						6C. BUREAU CODE NO. 14	
7. ITINERARY Bohemia, NY, to Seattle, WA Contact: Shirley Shark (206)526-XXXX							
8. PERIOD OF TRAVEL		8A. BEGIN ON OR ABOUT 1/10/04		8B. END ON OR ABOUT 1/10/04		9. ACCOUNTING CLASSIFICATION CODE	
10. MODE OF TRANSPORTATION <input checked="" type="checkbox"/> COMMON CARRIER <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> EXTRA FARE (Justify in item 14) <input checked="" type="checkbox"/> AIR-COACH <input type="checkbox"/> AIR-EXTRA FARE (Attach CD-334) <input type="checkbox"/> PRIVATELY-OWNED VEHICLE <input type="checkbox"/> AUTO <input type="checkbox"/> PLANE <input type="checkbox"/> RATE PER MILE _____ CENTS (See FTR 301-4 or FTR 302-3.3) <input type="checkbox"/> DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> FOR CONVENIENCE OF TRAVELER (See FTR 301-4.3 and 301-4.4) <input checked="" type="checkbox"/> RENTED MOTOR VEHICLE (See FTR 301-2.2a(2) and 301-3.2) (Household only) <input type="checkbox"/> OTHER MEANS (Specify) _____				11. ESTIMATED COST 2211 \$ 12,467.44 A. TRANSPORTATION 2528 \$ 4,467.72 (Billed directly to Government) B. OTHER TRANSPORTATION 2140 \$ 300.00 INCLUDING POV MILEAGE SUBSISTENCE EXPENSE 2140 \$ 3,333.75 (Per Diem/Actual) OTHER EXPENSES 2140 \$ 1,225.00 (Item 13) TEMPORARY QUARTERS SUBSISTENCE EXPENSE 1209 \$ 13,287.00 RELOCATION EXPENSES, (Other than listed above) 214 \$ 63,960.00 SUB-TOTAL B \$ 82,105.75 TOTAL A & B \$ 99,040.91			
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.				ACCOUNTING OFFICE ADDRESS: WASC 7600 Sand Point Way, N.E. Seattle, WA 98115			
TRAVELER'S POTENTIAL LIABILITY NOTICE—Travelers are accountable for all transportation tickets, Government Transportation Request (GTR), or other transportation procurement documents received by them in connection with their official travel. If tickets are cancelled or itineraries changed after tickets (or GTRs) are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.							
12. SUBSISTENCE EXPENSE In accordance with the DOC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-7.3 and 301-8.1c.				RATES AUTHORIZED: Locality per diem rate authorized for Househunting.			
13. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> MEETING REGISTRATION FEES <input checked="" type="checkbox"/> HIRE OF TAXIS BETWEEN LOADING AND/OR PLACE(S) OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in item 14) (See FTR 301-4.2) <input type="checkbox"/> CASH <input type="checkbox"/> GEBAT <input type="checkbox"/> OTHER (Specify and Justify in item 14)				14. SPECIAL PROVISIONS/REMARKS The following expenses are authorized in accordance with FTR 302: Contractor Relocation Services; Househunting trip for Employee and spouse via air, not to exceed 10 days; Shipment of one POV via CBL; Shipment of household goods via CBL estimated at 10,000 lbs. with load date 1/12/04; Storage of household goods via CBL not to exceed 90 days; Temporary quarters not to exceed 60 days.			
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.							
15. SIGNATURE OF REQUESTING/APPROVING OFFICIAL Joseph Littlecheese				TITLE Deputy Director, NE Fisheries Sci. Ctr.		DATE 11/21/03	
16. SIGNATURE OF AUTHORIZING OFFICER Richard Bigcheese				TITLE Director, NE Fisheries Science Center.		DATE 11/21/03	
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a): Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, and E.O. 11612 of March 27, 1962. The Social Security Number (SSN) on the CD-29 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.				CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.			

**NTR 2003 Edition-Transmittal 16**  
**Effective: July 1, 2004**

2-11

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2C**

FORM CD-28 (REV. 4-99) LF DAO 204-1		U.S. DEPARTMENT OF COMMERCE <b>TRAVEL ORDER</b>		1. TYPE OF AUTHORIZATION <input type="checkbox"/> TEMPORARY DUTY <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.	2. TRAVEL ORDER NO. 4XXX0002
3A. BUREAU NAME/ORGANIZATIONAL UNIT NOAA, NWS, Meteorological Services Division			3B. PRESENT OFFICIAL STATION San Antonio, TX		
4A. TRAVELER'S NAME Joseph I. Traveler / First Duty			4B. TRAVELER'S TITLE Chief, Meteorological Svc. Div.(MSD)		
5. PURPOSE AND JUSTIFICATION STATEMENT Relocation; Service Agreement and Relocation Worksheet signed 2/5/04.  Family: Spouse - Suzy Q. Child - Joseph Jr. - Date of Birth 9/9/99			4C. SOCIAL SECURITY NO. 987-65-4321  6A. TYPE OF TRAVEL CODE 4  6B. PURPOSE OF TRIP CODE 6  6C. BUREAU CODE NO. 14		
7. ITINERARY San Antonio, TX, to Kansas City, MO  Contact: Mary Sunshine (816) 891-XXXX					
8. PERIOD OF TRAVEL 8A. BEGAN ON OR ABOUT 4/1/04		8B. END ON OR ABOUT 4/2/04		9. ACCOUNTING CLASSIFICATION CODE	
10. MODE OF TRANSPORTATION <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> AIR-FARE (Justify in Item 14) <input type="checkbox"/> AIR-COACH <input type="checkbox"/> AIR-EXTRA FARE (Attach CD-334) <input checked="" type="checkbox"/> PRIVATELY-OWNED VEHICLE <input type="checkbox"/> AUTO <input type="checkbox"/> PLANE <input checked="" type="checkbox"/> RATE PER MILE 19 CENTS (See FTR 301-4 or FTR 302-2.3) <input type="checkbox"/> DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> FOR CONVENIENCE OF TRAVELER (See FTR 301-4.3 and 301-4.4) <input type="checkbox"/> RENTED MOTOR VEHICLE (See FTR 301-2.3a(2) and 301-3.2) <input type="checkbox"/> OTHER MEANS (Specify)				11. ESTIMATED COST 2211    \$ 5,481.58 A. TRANSPORTATION 2528    \$ 2,703.49 (Ruled directly to Government) B. OTHER TRANSPORTATION 2149    \$ 165.00 INCLUDING POV MILEAGE SUBSISTENCE EXPENSE 2140    \$ 102.00 (Per Diem/Actual) OTHER EXPENSES (Item 13)    \$ -0- TEMPORARY QUARTERS SUBSISTENCE EXPENSE    \$ -0- RELOCATION EXPENSES (Other than listed above)    \$ -0- SUB-TOTAL B    \$ 267.00 TOTAL A & B    \$ 8,452.07	
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.		ACCOUNTING OFFICE ADDRESS: CASC 601 East 12th Street Kansas City, MO 64106			
TRAVELER'S POTENTIAL LIABILITY NOTICE—Travelers are accountable for all transportation tickets, Government Transportation Requests (GTRs), or other transportation procurement documents required by them in connection with their official travel. If tickets are cancelled or itineraries changed after tickets for GTRs are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.					
12. SUBSISTENCE EXPENSE In accordance with the DOC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-7.3 and 301-8.1c.		RATES AUTHORIZED: \$55 lodging/\$31 M&IE - employee only			
13. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> MEETING REGISTRATION FEES <input type="checkbox"/> HIRE OF TAXI BETWEEN LODGING AND/OR PLACES OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in Item 14) (See CTR 301-4.2) <input type="checkbox"/> CASH <input type="checkbox"/> GEBAT <input type="checkbox"/> OTHER (Specify and Justify in Item 14)		14. SPECIAL PROVISIONS/REMARKS The following expenses are authorized in accordance with Federal Travel Regulation 302; Shipment of Household Goods via CBL estimated @ 10,000 lbs. with load date of 3/30/04; Storage of Household Goods via CBL not to exceed 90 days.			
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.					
15. SIGNATURE OF REQUESTING/APPROVING OFFICIAL Sky B. Blue			TITLE Deputy Director, MSD		DATE 2/15/04
16. SIGNATURE OF AUTHORIZING OFFICER Rough R. Oceans			TITLE Director, MSD		DATE 2/15/04
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a): Solicitation of the information on this form is authorized by 5 USC, Chapter 87 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 14176 of July 22, 1971, and E.O. 11612 of March 27, 1962. The Social Security Number (SSN) on the CD-28 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.			CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.		

**NTR 2003 Edition-Transmittal 16**  
**Effective: July 1, 2004**